



**STANDARDS OF APPRENTICESHIP
adopted by**

PUGET SOUND ENERGY COMPANY APPRENTICESHIP COMMITTEE

(sponsor name)

<u>Occupational Objective(s):</u>	<u>SOC#</u>	<u>Term</u>
COMBUSTION TURBINE SPECIALIST	51-8013.00	8000 HOURS
HYDRO ELECTRICIAN	49-2095.00	8000 HOURS
HYDRO MECHANIC	49-9041.00	8000 HOURS
METERMEN	49-9012.01	6000 HOURS
WIREMEN	49-2095.00	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JULY 22, 1941
Initial Approval

JANUARY 22, 2010
Committee Amended

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Standards Amended (review)

JULY 16, 2010
Standards Amended (administrative)

By: LEE NEWGENT
Chair of Council

By: JOSE RODRIGUEZ
Secretary of Council

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INTRODUCTORY STATEMENT

The director of the Department of Labor and Industries appointed the Washington State Apprenticeship and Training Council (WSATC) as the regulatory body responsible for developing, administering, and enforcing apprenticeship program standards (Standards) for the operation and success of apprenticeship and training programs in the State of Washington. Apprenticeship program sponsors function, administer, or relinquish authority only with the consent of the WSATC. Furthermore, only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC. Parties signatory to these standards of apprenticeship declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program sponsor that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Program sponsors shall notify apprentices and employer training agents (if applicable) of changes when they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (Department) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

Sections of these standards identified as bold "insert text" fields are specific to the individual program standards and may be modified by a sponsor submitting a revised standard for approval by the WSATC. All other sections of the standards are boilerplate and may only be modified by the WSATC.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

Sponsor Introductory Statement (Optional)

Puget Sound Energy Company and the International Brotherhood of Electrical Workers Local Union #77, mutually working together for the advancement of the Puget Sound Energy Company and the progress of the employees, have developed a program of practical and technical personnel training. The apprentices of the Puget Sound Energy Company will gain a better understanding of their craft and a recognition of their

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obligation to the community. We, therefore believe the interest of the people of the State of Washington, the employees and Puget Sound Energy Company will be better served by this formal apprenticeship system.

The Apprenticeship Committee will consult with representatives of the Apprenticeship Division of the Employment Training Administration, U.S. Department of Labor; the Washington State Apprenticeship and Training Council; the Apprenticeship Section, Washington Department of Labor and Industries; the State Board for Community and technical Colleges and other Workforce Development agencies. A copy of these Standards and Supplements thereto shall be registered with the Washington State Apprenticeship and Training Council, as the state registering authority.

These Standards for the development of apprentices in the various programs have been recommended by the Joint Apprenticeship Training Committee and were developed in accordance with the provisions of the Collective Bargaining Agreement and the applicable regulations, and in consultation with the Apprenticeship Section of the Washington Department of Labor and Industries and the Washington State Apprenticeship and Training Council. The term "Company" will refer to Puget Sound Energy, Inc. and the term "Union" will refer to international Brotherhood of Electrical Workers, Local No. 77.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement [portability agreements – see WAC 296-05-303(4)(g)] with other sponsors for the use of apprentices by training agents that are working outside of their approved geographic area. Also, the WSATC may recognize and approve out-of-state apprenticeship programs and standards if certain conditions are met and the out-of-state sponsoring entity requests it (see WAC 296-05-327). Apprenticeship program sponsors will ensure compliance with the provisions of any agreement recognized by the WSATC.

All service and operational areas of the Company in the State of Washington with corporate headquarters located in Bellevue, Washington.

II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner [see WAC 296-05-316(17)].

Age: **At least 18 years of age.**

Education: **Applicant must have a high school diploma or GED.**

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Applicant must have one full year of high school algebra or equivalent post High School algebra, and be able to provide documentation or certification of grade of "C" or better.

Applicant must have successfully passed an approved basic electricity course and be able to provide documentation or certification by time of appointment (approved course list is available upon request, posted on the PSE website and included with the application).

Physical: **Applicant must be able to meet the physical requirements of the trade.**

Testing: **Applicant must have successfully satisfied pre-qualification requirements, NJATC (level 4 or higher), at the discretion of the JATC.**

Other: **Must be able to meet and maintain the employment requirements of Puget Sound Energy.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, creed, national origin, age, sexual orientation, marital status, veteran or military status, the presence of a disability or any other characteristic protected by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council (chapter 296-05 WAC) and Title 29, Part 30 of the Code of Federal Regulations.

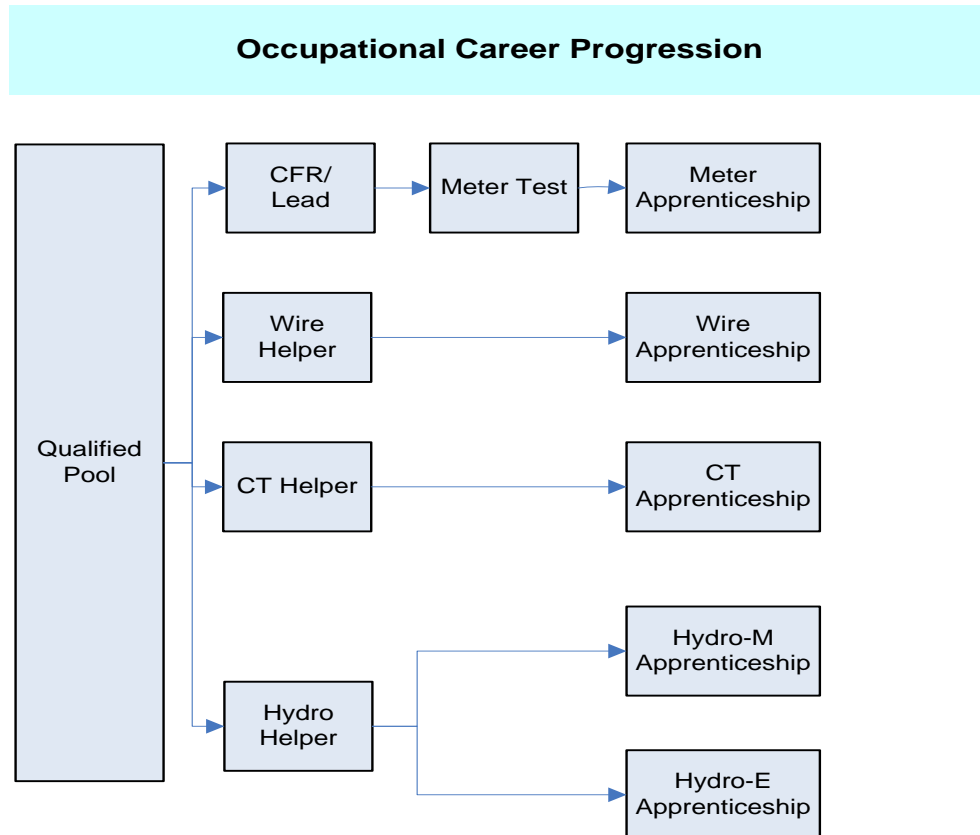
A. Selection Procedures:

The selection procedure begins at the apprenticeship pathway entry level jobs. The JATC recognizes that equal opportunity begins with outreach to all within the program area and a continuing review of our processes to ensure equal opportunity while maintaining the necessary safety and skill standards based on requirements of the occupation. To promote success in the apprenticeship programs, the entry level jobs in the defined apprenticeship pathway are considered apprenticeship preparation and will have appropriate training opportunities to enhance the skills and abilities of apprenticeship candidates as well as an opportunity for candidates to gain understanding of the occupational requirements and commitments of apprenticeship.

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Employees in Pathway to Apprenticeship positions are eligible to bid for Apprenticeship jobs pursuant to the terms of the Collective Bargaining Agreement.

1. Pathways to Apprenticeship



The above pathways are considered the normal progression in the occupations shown. The specifics of the bid process into apprenticeship openings and progression in the pathways are governed by the terms of the collective bargaining agreement between the Company and the Union.

2. Selection to Pathway to Apprenticeship Positions

Candidates for Pathway to Apprenticeship (PTA Jobs) jobs must meet the qualification requirements of the Apprenticeship Program. This program utilizes the ranked pool method. Candidates meeting the minimum requirements for Pathway Jobs will take part in the NJATC Aptitude Test and Candidate Interview Process. When a pathway job is available, the top three candidates from the qualified pool will be referred to the business unit (when more than one opening exists, the formula $<N + 2$, where N is the number of openings> will be used for the number of candidates referred.)

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3. Bidding to Apprenticeship Positions

PTA candidates will be eligible to bid open apprenticeship positions pursuant to the terms of the Collective Bargaining Agreement. Should there be no PTA or other qualified internal candidates available to bid apprenticeship positions, apprenticeship positions would then be filled by appointment from the qualified pool with the top three candidates being referred to the business unit (when more than one opening exists, the formula $<N + 2$, where N is the number of openings> will be used for the number of candidates referred.)

B. Equal Employment Opportunity Plan:

- 1. All employees, applicants for employment, and others are aware that this Sponsor is an Equal Opportunity Employer, and that all personnel, both management and non-management, are fully apprised of the Sponsor's official policy on Equal Employment Opportunity.**
- 2. To encourage establishment and use of apprenticeship preparation trade training and to provide that those who engage in such programs are given full and equal opportunity for admission into the apprenticeship program.**
- 3. Responsible management will not unlawfully discriminate in the recruiting, hiring, compensating, promoting, transferring, training, downgrading, terminating, laying off or recalling of any person based upon race, religion, creed, color, national origin, age, sex, sexual orientation, marital status, veteran or military status, the presence of a disability, or any other characteristic protected by law.**
- 4. Minority and female organizations, vocational or technical schools, community agencies, secondary schools and colleges having a high representation of minorities, and women are kept aware of the Sponsor's EEO policy, and its commitment to Equal Opportunity. These sources are requested to recruit and refer minorities and women for all openings.**
- 5. Journey level employees of the Company are used to partner with Company recruiters to educate potential candidates for crafts' positions through school presentations and participation at career fairs.**
- 6. The Company participates in workshops sponsored by various recruiting sources to familiarize them with apprenticeship programs and opportunities.**
- 7. If the State's diversity goals are not met in the Apprenticeship program from internal qualified candidates, the seniority selection/bidding provision in the Collective Bargaining Agreement can be circumvented to meet the**

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State's requirements and filled from qualified applicants within the qualified pool.

- 8. The Company and the Union will participate with the State and other agencies to identify workforce development issues that create barriers to equal opportunity and participate in development of potential solutions to improve the effects of such barriers.**

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05-443).

IV. TERM OF APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours of reasonably continuous employment in each occupation identified in these Standards. The term of apprenticeship must be stated in hours of employment [WAC 296-05-316(1)].

The term of apprenticeship for wire, combustion turbine, hydro mechanic, and hydro electrician apprentices shall not be less than 8000 hours of reasonably continuous employment. The term of apprenticeship for meter apprentices shall not be less than 6000 hours of reasonably continuous employment.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period [WAC 296-05-316(22)]:

1. Is the period following the apprentice's registration into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship or one year from date of registration, unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
2. Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The probationary period shall be 1,000 hours of reasonably continuous employment.

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VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction [WAC 296-05-316(5)].

All apprenticeships within this program will have a ratio of one (1) apprentice to one (1) journey worker.

VII. APPRENTICE WAGES AND WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired [WAC 296-05-316(27)]. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

A. 6000 Hour Apprenticeships:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	75%
2	1001 - 2000 hours/7 - 12 months	78%
3	2001 - 3000 hours/13 - 18 months	81%
4	3001 - 4000 hours/19 - 24 months	84%
5	4001 - 5000 hours/25 - 30 months	88%
6	5001 - 6000 hours/31 - 36 months	92%

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B. 8000 Hour Apprenticeships:

Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours/0 - 6 months	75%
2	1001 - 2000 hours/7 - 12 months	78%
3	2001 - 3000 hours/13 - 18 months	80%
4	3001 - 4000 hours/19 - 24 months	83%
5	4001 - 5000 hours/25 - 30 months	85%
6	5001 - 6000 hours/31 - 36 months	87%
7	6001 - 7000 hours/37 - 42 months	90%
8	7001 - 8000 hours/42 - 48 months	92%

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. [WAC 296-05-303(5)(f)]

The Company in conjunction with the Joint Apprenticeship Training Committee will do everything possible to afford each apprentice the opportunity to learn all phases of their respective trade, and may at the Company's option transfer an apprentice to different locations of the Company to get the experience required to be a competent craftsman.

The completion of recommended OJT work tasks and a nominal period of 6000 hours of related work experience is required to complete the meter apprenticeship. The completion of recommended OJT work tasks and a nominal period of 8000 hour of related work experience is required to complete the CT, hydro, and wire apprenticeship programs covered by this standard.

A. <u>Meterman</u>	<u>Approximate Hours</u>
<u>Program - OJT Task:</u>	
1. <u>Testing/Calibration/Repair</u>	1560
2. <u>Construction/Installation</u>	1300
3. <u>Large power Metering/Lab equipment</u>	400
4. <u>Meter/Field Investigations</u>	1900
5. <u>Programming/Load study</u>	400
6. <u>Northwest Meter School</u>	120
7. <u>Industry Standards</u>	240
8. <u>Power quality school</u>	80
TOTAL HOURS:	6000

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B. Wiremen Approximate Hours

Program - OJT Task List:

1. <u>Testing</u>	1020
2. <u>Inspection, Maintenance, Troubleshooting</u>	2050
3. <u>Construction and Installation</u>	2500
4. <u>Wiring Practices:</u>	1000
5. <u>Switches Procedures</u>	750
6. <u>Training and Practices</u>	580
7. <u>Climbing</u>	100
TOTAL HOURS:	8000

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<u>C. Hydro Mechanic</u>	<u>Approximate Hours</u>
1. Basic Machinery: Lathe, mill, drip press. Hand tools, i.e. precision measuring tools	500
2. Blue Print Reading and Layout	200
3. Crane Operations and Rigging	800
4. Welding gas and electric stick and wirefeed.....	800
5. Maintenance and repair of rotating equipment.....	2500
6. Hydraulic and pneumatic theory.....	500
7. Maintenance, repair and construction on hydraulic and solid state governors	500
8. Maintenance of headworks, waterways and fish passage	1000
9. Computer training	250
10. Building Maintenance.....	200
11. Safety training an environmental compliance.....	250
12. Plant operations	500
Total Hours:	8000

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D. <u>Hydro Electrician</u>	<u>Approximate Hours</u>
1. Station Service Systems	1500
2. Shop and Support Equipment	1450
3. Rotating Equipment Maintenance	800
4. Generation Control Systems	950
5. Breakers	400
6. Generation Maintenance	1200
7. Safety, Standards and Work Practice.....	700
8. Wiring methods.....	1000
Total Hours:	8000

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E. <u>Combustion Turbine Specialist</u>	<u>Approximate Hours</u>
1. Safety	500
2. Compliance and Standards	200
3. Operations	1000
4. Mechanical.....	2000
5. Electrical	2200
6. Equipment Operations	300
7. Internal Combustion engines	500
8. Combustion Turbine.....	1300
Total Hours:	8000

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction (RSI). Time spent in related/supplemental instruction shall not be considered as hours of work and the apprentice is not required to be paid for time spent in related/supplemental instruction.

The sponsor and training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to the Department on a quarterly basis. Such reports will clearly identify paid versus unpaid and supervised versus unsupervised RSI time for industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any supervised apprentice, not being paid to attend RSI, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

In case of failure on the part of any apprentice to fulfill the obligation to attend RSI, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

The methods of related/supplemental training must consist of one or more of the following (please indicate by checking those that apply):

- Supervised field trips
- Approved training seminars (specify)
- A combination of home study and approved correspondence courses (specify)
- State Community/Technical college
- Private Technical/Vocational college
- Training trust
- Other (specify): **Approved hybrid training through Company, Community or Technical College or other on-line learning methods providing assessed training opportunities. (Also known as "On-Line Learning")**

144 Minimum RSI hours per year defined per the following (see WAC 296-05-316(6)):

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- (X) twelve-month period from date of registration.*
- () defined twelve-month school year: (insert month) through (insert month).
- () two-thousand hours of on the job training.

**If no selection is indicated above, the WSATC will define RSI hours per twelve-month period from date of registration.*

Additional Information:

NONE

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the right to file an appeal of the sponsor's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the sponsor takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. [as described in WAC 296-05-316(22)].

A. General Procedures

- 1. Each apprentice will maintain a complete and accurate record of hours worked based on work processes and report the same monthly to the Apprenticeship Coordinator on forms provided. The apprentices report form must be verified and signed by the apprentice's journey worker and supervisor. The apprenticeship coordinator will see that cumulative records are maintained and summary reports provided on a regular basis. The JATC will review reports on a regular basis, at least quarterly.**

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Performance evaluations will be done on a regular basis on forms provided and completed by the journey worker or instructor, reviewed and commented on by the supervisor and LJATC and then sent to the apprenticeship coordinator

- 2. Apprentices are encouraged to take up all individual suggestions, recommendations, or minor grievance with their LJATC subcommittee. On all questions other than apprenticeship, normal company procedure under its Collective Bargaining Agreement will apply.**
- 3. This agreement may be terminated by the Company or the Union as to any future program of training of new personnel after giving the party ninety (90) days written notice of election to do so. This right shall not in any way involved the completion of training of those apprentices then in training.**
- 4. All apprentices incurring time loss due to illness or injury will be required to make-up all lost hours when the time loss is:**

More than 174 hours in any period.

More than 260 hours in any 2 adjacent periods.

More than 522 hours in a 3-year apprenticeship.

More than 696 hours in a 4-year apprenticeship.

Upon completion of make-up hours, any seniority lost by the absence will be restored. Absences of lesser duration which affect the apprentice's progress may extend the apprenticeship if deemed necessary by the JATC.

- 5. Apprentice school attendance is mandatory. The only excused absences will be for illness or emergency. Emergencies are situations or occurrences of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. Failure to attend school may result in disciplinary action being issued to the apprentice. Disciplinary action may include, but is not limited to, a written warning, suspension of apprenticeship, withholding of a wage increase or cancellation of apprenticeship.**

One excused absence will result in the rate of pay being frozen until the school work is made up. The apprentice must meet with the Local JATC to discuss the reason for the absence.

Two unexcused absences, within one school year, will result in the rate of pay being frozen until such time as the school work is made up. The apprentice will meet the JATC and show cause why they should not be removed from the program.

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Apprentices missing school due to illness or emergency must notify the apprenticeship coordinator, their supervisor and the instructor as soon as possible.

- 6. Wire apprentices must successfully complete Apprentice Climbing school prior to starting their third (3rd) period of apprenticeship with a passing score based on testing and instructor evaluation.**

B. Local Apprenticeship Committee Policies

1. **Role of Local Joint Apprenticeship Training Committee (LJATC):**

The LJATC's are to provide local oversight of apprentice's in their workgroups on a regular basis through review of training hours, performance evaluation, mentoring opportunities and review of training opportunities. The LJATC should work with local supervision to accommodate meeting training gaps through rove opportunities if necessary. The LJATC should be the apprentices' first resource after the journey worker with training concerns or questions that remain unanswered. LJATC's cannot implement disciplinary action, but can recommend the same to the JATC.

C. Complaint and Appeal Procedures:

All registered programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(22)

Prior to: 20 calendar days of intention of disciplinary action by a sponsor

- Sponsors must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action must be sent to the apprentice

Within: 30 calendar days request for reconsideration from the sponsor

- Apprentice to request sponsor to reconsider their action

Within: 30 calendar days of apprentice's request for reconsideration

- Sponsor must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

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Within: 30 calendar days of final action

- Apprentice must submit the complaint in writing to the Department
- Must describe the controversy and provide any backup information
- Apprentice must also provide this information to the local sponsor

Within: 30 business days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or sponsor disputes supervisor decision:

Within: 30 calendar days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 calendar days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of chapter 49.04 RCW and chapter 296-05 WAC. Sponsors must develop procedures for:

A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)

Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.

B. Program Operations (Chapter 296-05 WAC - Part C & D):

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1. The program sponsor will record and maintain records pertaining to the administration of the apprenticeship program and make them available to the WSATC or Department on request.

Records required by WAC 296-05-400 through 455 (see Part D of chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to the Department through the assigned state apprenticeship consultant the following list:

Forms are available on line at

<http://www.lni.wa.gov/TradesLicensing/Apprenticeship/FormPub/default.asp> or from your assigned apprenticeship consultant.

- Apprenticeship Agreements – within first 30 days of employment
 - Authorization of Signature forms - as necessary
 - Approved Training Agent Agreements (sponsor approving or canceling) – within 30 days
 - Minutes of Apprenticeship Committee Meetings – within 30 days of meeting (not required for Plant program)
 - Request for Change of Status - Apprenticeship/Training Agreement and Training Agents forms – within 30 days of action by sponsor, with copy of minutes
 - Journey Level Wage Rate – annually, or whenever changed
 - Request for Revision of Standards - as necessary
 - Request for Revision of Committee - as necessary
 - Related Supplemental Instruction (RSI) Hours Reports (Quarterly):
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
 - On-the-Job Work Hours Reports (bi-annual)
 - 1st half: January through June, by July 30
 - 2nd half: July through December, by January 31
3. The program sponsor will adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for Department approval and updating these Standards. The apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Sponsor's introductory statement (if applicable)
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction

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- Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator
4. The sponsor will utilize competent instructors as defined in WAC 296-05-003 for related/supplemental instruction. Furthermore, the sponsor will ensure each instructor has training in teaching techniques and adult learning styles, which may occur before or within one year after the apprenticeship instructor has started to provide instruction.

C. Management of Apprentices:

1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with the Department before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by the Department.

The Department must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and

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conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.

5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
6. Hear and adjust all complaints of violations of apprenticeship agreements.
7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the Department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the Department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

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Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the Department designee will act as the employee representative.

Quorum: **50% plus 1**

Program type administered by the committee: **INDIVIDUAL JOINT**

The Apprenticeship Committee shall be composed of equal representation from the Company and the Union. Selection of these individual members will be made by their respective organization.

The employer representatives shall be:

**Steven G. Brown, Secretary
4542 Grahn's Lane NE
Bremerton, WA 98311**

**Mike Herndon
10845 NE 4th Ave
Bellevue, WA 98004**

**Dave Magnuson
10845 NE 4th Ave
Bellevue, WA 98004**

**Gerald Klug
10845 NE 4th Ave
Bellevue, WA 98004**

The employee representatives shall be:

**John W. Cone Jr., Chair
25724 West Lake Wilderness Dr. SE
Maple Valley, WA 98038**

**Kevin Bausch
10845 NE 4th Ave
Bellevue, WA 98004**

**Bob Caldwell
10845 NE 4th Ave
Bellevue, WA 98004**

**Phillip Fix
10845 NE 4th Ave
Bellevue, WA 98004**

XII. SUBCOMMITTEE:

Subcommittee(s) approved by the Department, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

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Central:

The Employer Representatives Shall Be:

**Rob Fuhlman
15617 90th Avenue Ct. E.
Puyallup, WA 98375**

**Rory Cahill
4932 Dover St.
Everett, WA 98203**

The Employee Representatives Shall Be:

**Dave Brooks
29626 SE 82nd St.
Issaquah, WA 98027**

**George White
16629 SE 261st
Covington, WA 98042**

North:

The Employer Representatives Shall Be:

**Brent Weidemann
2620 Oakes Avenue
Anacortes, WA 98221**

**Scott Keaton
21023 - 23rd Avenue SE
Maple Valley, WA 98038**

The Employee Representatives Shall Be:

**Ron Clizbe
2301 Samish Way
Bellingham, WA 98248**

**John Swenson
28883 Bacus Road
Sedro Woolley, WA 98284**

Southwest:

The Employer Representatives Shall Be:

**Dan Hano
57 Pt. Fosdick Ter. NW
Gig Harbor, WA 98335**

**Scott Keaton
21023 - 23rd Avenue SE
Maple Valley, WA 98038**

The Employee Representatives Shall Be:

**Rick Collins
8011 138th St. E.
Puyallup, WA 98373**

**Bob Stewart
17137 Cook Street SE
Tenino, WA 98589**

**Bryan Cook, Alternate
7912 Crystal Manor Lane
Silverdale, WA 98383**

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XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Troy Nutter
Manager, Training & Apprenticeship

David Compton
Apprenticeship Coordinator

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